

## Selecting References

*Almost all employers require roughly three references who can vouch for you in the workplace*

1. Who should you include as references?

Most hiring managers want three reliable references. Ideally, they would like the name of your boss, unless they do not know that you are pursuing other employment. In that case, the name of your previous employer is enough.

Other good references could include former supervisors, coworkers, teachers, coaches or prominent people.

2. Always ask before offering someone's name as a job reference

People who agree to be references will most likely give a good recommendation as opposed to someone who was not asked. Those who are not asked, are often caught off guard.

3. How to ask someone to be a reference?

Call or visit them. If you are on more comfortable terms, a phone call or text might be okay. However, if you are solely on a professional basis, a face to face conversation would be best.

4. What if your former boss won't give you a good recommendation?

Do you have to list him or her as a reference? How about your shift supervisor, or a senior coworker? One option would be to discuss it with the hiring manager, it is never a good idea to badmouth a former boss, instead put a positive spin on the situation. The hiring manager could admire your honesty.

5. Should you list your references on your resume?

No, if you include your references on your resume, it gives hiring managers the opportunity to contact them, prior to meeting you or interviewing you. Instead, list your references on a separate sheet of paper. Hand your references to the hiring manager during your job interview.

6. Send a copy of your resume to each person who has agreed to serve as a reference for you.

This helps your references remember some of your learned skills and characteristics from previous work experience.